



## **How to Apply for Time on the City of Carlsbad Government Channel**

- Review the channel guidelines to be sure your program meets channel criteria.
- Submit your program on DVD or DVCam tape. DVD is preferable and less expensive to prepare for playback.
- Fill out the request for airtime form and submit to:

City of Carlsbad, City Manager's Office  
attn: Kira Linberg  
1200 Carlsbad Village Drive, Carlsbad, CA 92008.

- Your program will be reviewed, and you will receive a decision within seven working days of receipt. If approved, you will receive an estimate of the fees necessary to prepare and schedule your program for playback. There is a minimum half-hour administration fee of \$55.
- Submit fee for playback with the invoice for channel preparation fees. Fees can be paid by check made payable to the City of Carlsbad.
- Your program will be scheduled to play on the channel, and you will receive notification of playback dates.